



Uplink

Large Scale Employer Separations

**Prepared by
UIM Business Transition
and Training Team**

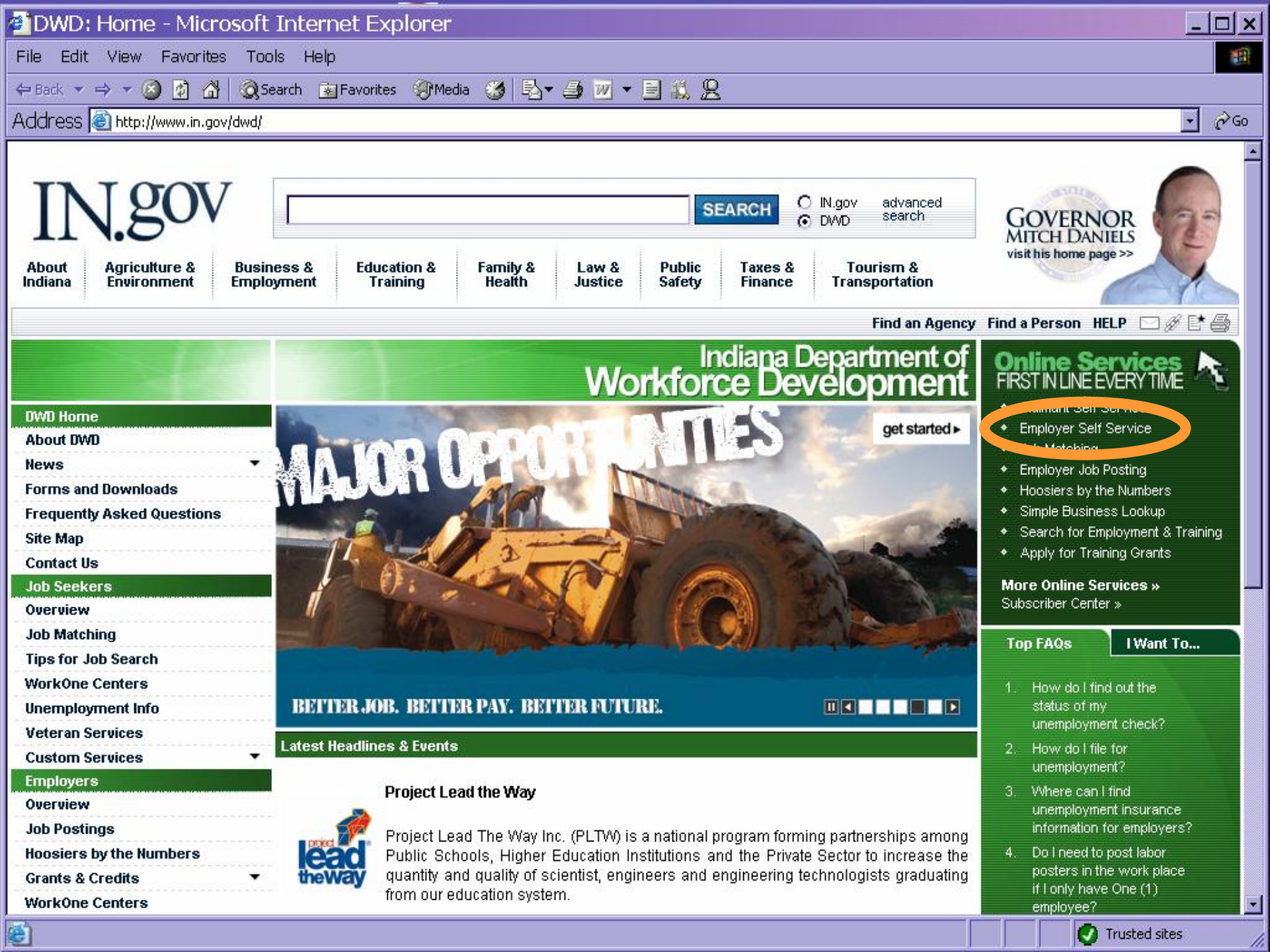


LSES Advantages

- Reduced / Eliminated Fact Finding
- Faster Payments
- Reduced questions from employees

CSV Files

- Universal file format
- Works with Excel and other spreadsheets
- Not dependent on the version of software
- Virtually any software can create a CSV file



IN.gov

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- Agriculture & Environment
- Business & Employment
- Education & Training
- Family & Health
- Law & Justice
- Public Safety
- Taxes & Finance
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- Hoosiers by the Numbers
- Grants & Credits
- WorkOne Centers

Indiana Department of Workforce Development

MAJOR OPPORTUNITIES

BETTER JOB. BETTER PAY. BETTER FUTURE.

get started >

Latest Headlines & Events



Project Lead the Way

Project Lead The Way Inc. (PLTW) is a national program forming partnerships among Public Schools, Higher Education Institutions and the Private Sector to increase the quantity and quality of scientist, engineers and engineering technologists graduating from our education system.

Online Services FIRST IN LINE EVERY TIME

- Employer Self Service
- Employer Job Posting
- Hoosiers by the Numbers
- Simple Business Lookup
- Search for Employment & Training
- Apply for Training Grants

More Online Services >> Subscriber Center >

Top FAQs

I Want To...

- How do I find out the status of my unemployment check?
- How do I file for unemployment?
- Where can I find unemployment insurance information for employers?
- Do I need to post labor posters in the work place if I only have One (1) employee?

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advanced search

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Grants & Credits

WorkOne Centers

Uplink ESS (Employer Self-Service for Unemployment Insurance)



[Click here to access Uplink Employer Self Service](#)

If you have not used the new Uplink Employer Self Service system, we recommend you take the time to view the self guided tutorial.

ESS Help Tools

- [Click here to access a preview of ESS screens](#)
- [Click here to access the ESS Helpful Hints guide](#)
- [Click here to access the ESS Information sheet](#)
- [Click here for Getting Started with Uplink Employer Self Service](#)
- [Click here for ESS instructions on Uploading Quarterly Wage Files](#)
- [Click here to access a tutorial on Uplink](#)

Online Services FIRST IN LINE EVERY TIME

- ◆ Claimant Self Service
- ◆ Employer Self Service
- ◆ Job Matching
- ◆ Employer Job Posting
- ◆ Hoosiers by the Numbers
- ◆ Simple Business Lookup
- ◆ Search for Employment & Training
- ◆ Apply for Training Grants

More Online Services »
[Subscriber Center »](#)

Top FAQs

I Want To...

- How do I find out the status of my unemployment check?
- How do I file for unemployment?
- Where can I find unemployment insurance information for employers?
- Do I need to post labor posters in the work place if I only have One (1) employee?



EMPLOYER SELF SERVICE LOGON



Please Logon

Fields marked with an asterisk * are required.

Username *

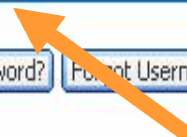
Password *

Important Information

Welcome to the Indiana Department of Workforce Development Employer Self Service Website. The following capabilities are currently available to employers:

- Registration
- Profile Maintenance
- Quarterly Reporting
- Payment Processing
- Data Review

As some browser buttons can cause unexpected results, please do not use the BACK button or any other external browser buttons. Use only the navigation buttons provided within Uplink. Also, Uplink does use some pop up windows to display certain information such as help content and various other links. Most pop up blocker programs allow you to hold down the ctrl key on your keyboard while clicking a link, to allow a pop up window to open.



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Logon

- ▶ New User?
- ▶ Forgot Password?
- ▶ Forgot Username?



EMPLOYER SUMMARY



Doing Business As :

Business Type : Corporation For Profit

Profile Information

Primary Address

Smart Links

[IWT Payment Due](#)

Current Year : Rate 2007 : 2.7%

Liable Date 10/01/2005

Status Active

Status Date 10/01/2005

Business Activity Specialized Freight (except Used Goods) Trucking,

Recent Payments

Payment Date	Payment Amount	Payment Type
04/30/2007	\$ 189.00	Electronic Check
06/01/2006	\$ 6.30	Manual Check
05/08/2006	\$ 189.00	Manual Check
03/22/2006	\$ 189.00	Manual Check

Quarterly Report Summary

Qtr/Year	Total Wages	Taxable Wages	Contr Due	Contr Pd	Interest Due	Interest Pd	Penalty Due	Penalty Pd	Other Due	Other Pd	Balance
1/2007	\$ 19,188.00	\$ 7,000.00	\$ 189.00	\$ 189.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
4/2006	\$ 19,318.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
3/2006	\$ 19,318.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
2/2006	\$ 19,318.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
1/2006	\$ 19,430.00	\$ 7,000.00	\$ 189.00	\$ 189.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
4/2005	\$ 7,500.00	\$ 7,000.00	\$ 189.00	\$ 189.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

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Home

Quarterly Reporting

Make A Payment

Profile Maintenance

Employer Summary

- Contribution Reports
- Wage Reports
- Liabilities
- Payments
- Rate History
- Confirmation List

User Maintenance



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Tuesday, November 20, 2007

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RESOURCES



Contacts

[Tax 1-800 and Area phone numbers](#)[Local Office Locator](#)[Collections Enforcement Unit](#)[UI Board](#)

Helpful Information

[Forms & Publications](#)[SUTA Dumping FAQs](#)[Unemployment Insurance Employer Handbook](#)[Indiana Workforce Development Homepage](#)

Related Services Information

[Hoosiers by the Numbers](#)[Training Acceleration Grant \(TAG\)](#)[State of Indiana](#)[Large Scale Employer Separations](#)

State Agency Links

[Indiana Economic Development Corporation](#)[Indiana State Directory of New Hires](#)[Indiana Secretary of State](#)[Indiana Department of Revenue](#)[Workers Compensation Board](#)[Department of Administration](#)

Federal & Other Links

[IRS](#)[Small Business Administration](#)[Enter Job Postings](#)

UI in the News

[What's New in DWD](#)[Receive e-newsletters & updates](#)



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MASS LAYOFF : LAYOFF RECORDS



Layoff Begin Date

Recall Date

Location Number

Location Description

Edit

Copy

Create New Layoff



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▸ Make Payment

▸ Profile Maintenance

▸ Employer Summary

▸ User Maintenance

▼ Mass Layoff

▸ Layoff Information

▸ Download/Upload

▸ Add or Edit Employees

▸ Summary

▸ Confirmation



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MASS LAYOFF : LAYOFF INFORMATION

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unemployment program

Fields marked with an asterisk * are required.

Please provide the following information pertaining to the layoff.

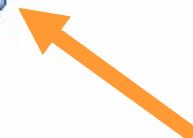
Layoff begin date * (mm/dd/yyyy)
Return to work date * (mm/dd/yyyy) OR ☐ Permanent ☐ Indefinite ☒ Use Date
Location affected [View Locations](#)

In the event more information is needed, please provide the contact information.

Contact person name: *
Phone number: * (999-999-9999)
Email address: * (xxx@yyy.zzz)
Fax number: (999-999-9999)

Click the "Next" button to either download a list of employees on the wage report or upload layoff information

[Next](#)



- ▶ Home
- ▶ Quarterly Reporting
- ▶ Make Payment
- ▶ Profile Maintenance
- ▶ Employer Summary
- ▶ User Maintenance
- ▼ Mass Layoff
 - ▶ **Layoff Information**
 - ▶ Download/Upload
 - ▶ Add or Edit Employees
 - ▶ Summary
 - ▶ Confirmation



MASS LAYOFF : LAYOFF EMPLOYEE INFORMATION



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- ▶ User Maintenance
- ▶ **Mass Layoff**
 - ▶ Layoff Information
 - ▶ **Download/Upload**
 - ▶ Add or Edit Employees
 - ▶ Summary
 - ▶ Confirmation

This screen will allow you to create an extract file that lists employees saved on your wage report. You can edit this file in a spreadsheet program (e.g. Microsoft Excel) and then upload the file once it contains just the affected employees. You MUST save the file as CSV (Comma Delimited)(*.csv). To do this, select File -> Save As and then ensure the Save As Type selection is CSV. Failure to do this will change the file format and you will no longer be able to upload the file into the system.

If you wish to create a download file of the list of employees reported on your wage report click the "Create" button

OR

If you wish to upload your employee list click the "Upload" button





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MASS LAYOFF : LAYOFF EMPLOYEE INFORMATION

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This screen will allow you to create an extract file that lists employees saved on your wage report.

You can edit this file in a

contains just the affected

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file format and you will n

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If you wish to create a downlo

ton

If you wish to upload your em

File Download



Some files can harm your computer. If the file information below looks suspicious, or you do not fully trust the source, do not open or save this file.

File name: 123456.csv

File type: Microsoft Office Excel Comma Separated Values Fil

From: dwdappq01pw

Would you like to open the file or save it to your computer?

Open

Save

Cancel

More Info

☒ Always ask before opening this type of file

Create

Upload

 f_x



Arial 10 B I U

C15

	A	B	C
1	123456		
2	SSN	Last Name	First Na
3	1111111	VAN	P
4	999999999	REED	R
5	888888888	WING	A
6	777777777	BAT	E
7	666666666	COBB	S

Save As

Save in:

Desktop



My Recent Documents



Desktop



My Documents



My Computer



My Network Places

- My Documents
- My Computer
- My Network Places
- Application Launcher
- Claimstaker 1 rewrite May 07
- ESS Presentation Materials
- Forms
- LSES
- Shortcut to LLL Institute

File name:

123456[1].csv

Save

Save as type:

CSV (Comma delimited) (*.csv)

Cancel



Arial 10 B I U

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	123456														
2	SSN	Last Name	First Name	Middle Init	Severance	Wks for S	Vacation F	Wks for V	Holiday Pa	Days for Holiday Pay					
3	1111111	VAN	P		0	0	0	0	0	0					
4	999999999	REED	R		0	0	250	1	0	0					
5	888888888	WING	A		0	0	500	2	0	0					
6	777777777	BAT	E		0	0	0	0	64	1					
7	666666666	COBB	S		0	0	0	0	97	1					
8															
9															
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35															

Microsoft Excel

123456one.csv may contain features that are not compatible with CSV (Comma delimited). Do you want to keep the workbook in this format?



- To keep this format, which leaves out any incompatible features, click Yes.
- To preserve the features, click No. Then save a copy in the latest Excel format.
- To see what might be lost, click Help.

Yes

No

Help



MASS LAYOFF : LAYOFF EMPLOYEE INFORMATION



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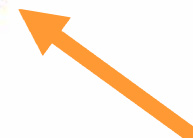
- ▶ Home
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- ▶ Employer Summary
- ▶ User Maintenance
- ▼ Mass Layoff
 - ▶ Layoff Information
 - ▶ **Download/Upload**
 - ▶ Add or Edit Employees
 - ▶ Summary
 - ▶ Confirmation

This screen will allow you to create an extract file that lists employees saved on your wage report. You can edit this file in a spreadsheet program (e.g. Microsoft Excel) and then upload the file once it contains just the affected employees. You MUST save the file as CSV (Comma Delimited)(*.csv). To do this, select File -> Save As and then ensure the Save As Type selection is CSV. Failure to do this will change the file format and you will no longer be able to upload the file into the system.

If you wish to create a download file of the list of employees reported on your wage report click the "Create" button

[Create](#)**OR**

If you wish to upload your employee list click the "Upload" button

[Upload](#)



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Tuesday, May 29, 2007

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MASS LAYOFF : UPLOAD LAYOFF FILE

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Upload the LayOff File

Upload the LayOff File

C:\Documents and Settings

Browse...

Back

Upload



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 - ▶ **Download/Upload**
 - ▶ Add or Edit Employees
 - ▶ Summary
 - ▶ Confirmation



MASS LAYOFF : SUMMARY



Please review the following to ensure all the Claimants have been added.

To delete a claimant click on the checkbox.

Use the "Print" button to create a list of the employees in the layoff.

Click "All" to print a list of all of the employees in the layoff, or a letter for just the employees with a last name starting with that letter.

[Print](#)

Click to display Names starting with the letter

Hyperlink for last name

[A](#)[B](#)[C](#)[D](#)[E](#)[F](#)[G](#)[H](#)[I](#)[J](#)[K](#)[L](#)[M](#)[N](#)[O](#)[P](#)[Q](#)[R](#)[S](#)[T](#)[U](#)[V](#)[W](#)[X](#)[Y](#)[Z](#)[All](#)

Delete	SSN	Last Name	First Name	Severance		Vacation		Holiday	
				Pay	Number of Weeks	Pay	Number of Weeks	Pay	Number of Days
<input type="checkbox"/>	777777777	BAT	E	0.00	0	0.00	0	64.00	1
<input type="checkbox"/>	666666666	COBB	S	0.00	0	0.00	0	97.00	1
<input type="checkbox"/>	999999999	REED	R	0.00	0	250.00	1	0.00	0
<input type="checkbox"/>	001111111	VAN	P	0.00	0	0.00	0	0.00	0
<input type="checkbox"/>	888888888	WING	A	0.00	0	500.00	2	0.00	0

Select employees from the list above and click "Remove" to remove employees from the layoff list

[Remove](#)

To add employees that are NOT in the above list, or to edit employees in the list, click the "Edit" button

[Edit](#)

To finalize and submit the layoff information click the "Next" button

[Next](#)

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 - ▶ **Summary**
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MASS LAYOFF : ADD OR EDIT EMPLOYEES



To add an employee please complete the following information.

To edit an employee please enter the SSN and select Search.

Fields with an asterisk * are required.

Manually type in SSN

First Name: *

Severance Pay:

Number of Weeks

Vacation Pay:

Number of Weeks

Holiday Pay:

Number of Days

Successfully added employees

SSN	Last Name	First Name	Severance		Vacation		Holiday	
			Pay	Number of Weeks	Pay	Number of Weeks	Pay	Number of Days
666666666	COBB	S	0.00	0	0.00	0	97.00	1
999999999	REED	R	0.00	0	250.00	1	0.00	0
001111111	VAN	P	0.00	0	0.00	0	0.00	0
888888888	WING	A	0.00	0	500.00	2	0.00	0

When finished adding and editing employees click the "Finished" button



MASS LAYOFF : SUMMARY

Please review the following to ensure all the Claimants have been added.

To delete a claimant click on the checkbox.

Use the "Print" button to create a list of the employees in the layoff.

Click "All" to print a list of all of the employees in the layoff, or a letter for just the employees with a last name starting with that letter.

Print

Click to display Names starting with the letter

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

Delete	SSN	Last Name	First Name	Severance		Vacation		Holiday	
				Pay	Number of Weeks	Pay	Number of Weeks	Pay	Number of Days
<input type="checkbox"/>	666666666	COBB	S	0.00	0	0.00	0	97.00	1
<input type="checkbox"/>	555555555	JONES	R	0.00	0	0.00	0	150.00	1
<input type="checkbox"/>	999999999	REED	R	0.00	0	250.00	1	57.00	1
<input type="checkbox"/>	333333333	RICE	R	0.00	0	1,000.00	2	0.00	0
<input type="checkbox"/>	444444444	SMITH	R	0.00	0	0.00	0	150.00	1
<input type="checkbox"/>	001111111	VAN	P	0.00	0	0.00	0	0.00	0
<input type="checkbox"/>	888888888	WING	A	0.00	0	500.00	2	0.00	0

Select employees from the list above and click "Remove" to remove employees from the layoff list

To add employees that are NOT in the above list, or to edit employees in the list, click the "Edit" button

To finalize and submit the layoff information click the "Next" button

Remove

Edit

Next





MASS LAYOFF : CONFIRMATION



You have successfully filed a mass layoff record. Your confirmation number is: 809058

Please print this page for your records.

Print

Each employee must contact the State to file an unemployment benefit claim.

They may do this by the following options:

Online at: <http://uplink.in.gov>

Or

Visit local office – for list of office locations [click here](#).

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MASS LAYOFF : LAYOFF RECORDS



Layoff Begin Date	Recall Date	Location Number	Location Description
<input type="radio"/> 06/15/2007	08/20/2007		ALL
<input type="radio"/> 06/22/2007	08/06/2007		ALL

[Edit](#)[Copy](#)[Create New Layoff](#)

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~ Uplink LSES Assistance~

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